

**Position Title:** Development Director  
**Reports To:** Executive Director  
**Salary:** \$80,000 plus robust benefits, including employer paid health & dental, short and long-term disability, Simple IRA match (up to 3%), vacation, holiday and sick leave.

Are you ready for a position with an organization excited to leverage your extensive development experience? Working at Parkinson's Resources as our Development Director might be a great opportunity for you! Parkinson's disease is the second most common neurological condition – and the number of clients seeking our services grows every month. Your fundraising success will position us to meet this pressing need. This is a role for someone who is used to raising up to \$1M (with assistance from volunteers and board of course)! You will join a team of high performing professionals as we accelerate our outreach and provision of service throughout Oregon and SW Washington.

### **ABOUT US**

At Parkinson's Resources of Oregon (PRO) we are committed to improving the quality of life of those living with Parkinson's disease in Oregon and SW Washington. We are an independent, regional organization which means that 100% of all contributions remain here in the Pacific NW. The pandemic was especially hard on those we serve. We are diligently reconnecting and engaging with clients across the region, with an immediate focus on those who may be recently diagnosed or are currently underserved. Our program team is fully staffed and we are launching a new peer support program and eagerly watch for opportunities to host in-person education and wellness classes as our community's comfort grows. With three locations, passionate volunteers and dedicated leadership, PRO provides direct care and support to thousands of families. Even as you help grow our budget – you will also have opportunities to connect directly with our constituents and see how your efforts are changing lives.

### **ABOUT THE POSITION**

This is a full-time, exempt position. We are currently working in-person (Beaverton) or hybrid (3/2). The Development Director (DD) will have significant autonomy in setting strategy, planning, organizing and executing all aspects of PRO's giving program to include mid-level and major gifts, annual fund, monthly giving, and planned giving initiatives. Our development team is comprised of the DD and an event coordinator (currently focused on our fall walks). The DD reports directly to the Executive Director.

The successful candidate will be an experienced fundraiser with skills that will be utilized to establish a major gift program while building upon a loyal donor base. They understand the power of a database and developing relationships with donors at all levels. As a member of the leadership team, the Director will provide regular verbal and written progress reports and interact with staff, board and volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Development Director brings keen focus to building and expanding the individual giving program. This team member will develop and execute annual strategies, must be results oriented, and exceptionally comfortable soliciting and securing gifts at all levels. The successful candidate will be poised to jump in and assume independent work.

### **Individual Giving (~ 80% of position)**

The Development Director brings keen focus to strengthening and expanding PRO's individual giving programs, including Annual Fund, Monthly Giving, Planned Giving and Major Gift activity. They will create

and follow an annual strategy and communication plan with the goal of fostering relationships for sustained support. Our awareness and walk series, Sole Support for Parkinson's, is managed by the development coordinator, although all staff are expected to support key activities.

**Major Gifts:**

- Develop and execute stewardship and cultivation plans for top donors
- Shepherd all aspects of the gift cycle for a portfolio of ~60 donors and prospects
- Support and guide the donor cultivation efforts of ED and Board

**Annual Fund/Monthly Giving:**

- Manage all aspects of annual fund & recurring gift solicitation program
- Develop compelling and motivating solicitation and collateral materials
- Identify and pursue opportunities to engage and encourage new donors

**Planned Giving:**

- Develop/update planned giving materials to share with donors and board
- Identify potential planned gift donors and engage in conversation

**Other and Admin (~15-20% of position)**

- Partner with ED and advise on strategy for soliciting corporate donations and sponsorships
- Prepare timely progress reports – sharing successes as well status updates
- Ensure that donor engagement activity is updated regularly in the CRM
- Advance PRO mission through public speaking, networking, and public presentations

Certain functions not explicitly stated above are understood to be essential to this position. Development Director may be called upon to assist with additional tasks as needs and shifting priorities may dictate.

**HOURS, TRAVEL, AND PHYSICAL DEMANDS:**

This position is based in Beaverton, OR. Work is performed in an open office environment with frequent interruptions and long periods at a desk. Employees should expect periodic local and regional travel, with occasional evening or weekend hours. Employees must provide own reliable transportation for local travel. We are an equal opportunity employer and a drug and tobacco-free workplace.

**Knowledge, Skills, Qualifications**

Are you a seasoned professional, ready to make an impact as we look toward a future with secure funding to provide for escalating client needs? We'd love to hear from you! We are looking for:

- Four or more years of non-profit fundraising experience, 2 or more directly engaged with individual and major donor programs.
- Proven track record of cultivating, soliciting and closing gifts of significance.
- Experience developing fundraising strategy, design and execution of campaigns is essential.
- Experience in a small to mid-sized non-profit is valued.
- Commitment to abide by tenants of the Donor Bill of Rights and PRO Gift Acceptance Policy.
- Compelling writing ability and authentic interpersonal skills.
- Superior time management and multi-tasking abilities - ability to prioritize for effective impact.
- Customer service mindset for constituent, leadership and peer relations.
- Proficiency with office systems; MS-Office preferred. Familiarity with CRM data base system, we currently use Salesforce NPSP.
- Sincere commitment to mission and overall organizational success.
- Executes work in an inclusive manner, respecting diversity of culture, abilities, and backgrounds.
- Work independently and as part of a team, with strong collaboration and decision-making skills.

TO APPLY Please submit your resume and cover letter by email. Be sure to let us know why you are the perfect person for this role. Email to: [Info @ parkinsonsresources.org](mailto:Info@parkinsonsresources.org) subject line: Development Director.